

## Position Description

USAID Project Management Specialist (Locally Led Development Specialist)-FSNPSC-11

USAID/Nepal Economic Growth Office

### BASIC FUNCTION OF THE POSITION:

The Specialist serves as the Locally Led Development Specialist within USAID/Nepal's Economic Growth Office. **S/he plans and organizes the development and implementation of appropriate locally led program interventions to address priority issues in Nepal; serves as the Missions advisor on Local Works and locally led development policy.** The Specialist is responsible for project coordination, management and design. The Specialist will expand and deepen relationships with local actors, and will focus on non-traditional partners and those which consist of or work with the marginalized and the vulnerable. The Specialist will facilitate local actors to address their development challenges, engage with local governments and other development actors, and to strengthen networks.

The Locally Led Development Specialist serves as the Agreement Officer's Representative/ Contracting Officer's Representative (AOR/COR) or the alternate AOR/COR for multiple Mission activities focused on advancing locally led development, highlighting their needs, and facilitating consultative processes that empower local actors to lead their own development. While based at Embassy Kathmandu, the position requires frequent travel for field monitoring, extensive coordination with Provincial and Municipal officials, and USG representation at events.

### MAJOR DUTIES AND RESPONSIBILITIES TIME

% OF

#### Project Management

50%

The Specialist serves as the AOR/COR or alternate AOR/COR for multiple Mission awards, and advises the Mission's technical teams on locally led development principles and programmatic opportunities. S/he also promotes partnership with non-traditional implementing partners; especially those which work with the marginalized and the vulnerable.

The Specialist's major project development and management responsibilities include: 1) chairing and/or serving on technical evaluation committees to review and select the most sound and cost-effective proposal; 2) serving as the AOR/COR or alternate AOR/COR for multiple Mission activities; 3) drafting scopes of work and ensuring activities are implemented according to them; 4) reviewing vouchers and tracking expenditures against the approved budget; 5) reviewing and approving partner deliverables such as work plans and progress reports; 6) monitoring partners' performance progress, issuing technical direction and ensuring data quality while at the same time monitoring for accountability and ensuring beneficiary feedback mechanisms are in place; 7) communicating with implementing partners, relevant technical teams, the Office of Acquisition and Assistance, and Mission management to ensure that all stakeholders are well informed of activity implementation progress, challenges and opportunities for advocacy to promote locally led solutions; and 8) overseeing activity close-outs. S/he may provide coaching, mentoring and training to development partners in locally led development approaches.

The Specialist will ensure partners carry out regular reviews and reflections to gather lessons learnt to modify programming. S/he will be responsible for coordinating high-level visits, including for the Ambassador, Mission Management and/or Congressional Delegations. For these visits the Specialist will be responsible for developing comprehensive briefing materials, providing in-person briefings in advance of travel, and otherwise coordinating the details of these visits in coordination with the Control Officer and relevant security officials. S/he also plays a key role in advancing the Mission's Country Development and Cooperation Strategy (CDCS) and internal workforce priorities for diversity, equity and inclusion.

The Specialist must be able demonstrate knowledge and understanding of the terms diversity, equity, and inclusion. The specialist must be able to articulate how they have mainstreamed equity, diversity and inclusion in development programming.

### **Project development, planning, organization and implementation**

**40%**

- S/he plans and organizes the development and implementation of appropriate program interventions to address priority issues in Nepal; serves as the Missions advisor on Local Works and locally led development policy areas; advises and coordinates with other donors on civil society and local resource development and related issues.
- S/he works with other technical offices and Front Office within the USAID mission on civil society and local development activities and serves on technical evaluation committees that review competitive proposals for locally led development projects for Local Works and other projects.
- The Specialist stays abreast of developments within Nepali civil society to understand existing networks of actors, domestic resources, and local community development. S/he provides advanced advice to the Mission, Embassy, USAID, implementers, government counterparts, and other donors on a wide host of issues related to locally led development goals.
- S/he conducts research analysis and assessments to support current and future programming advising on political and social developments that impact the Mission's locally led development programs; represents USAID and the US government policy positions to the Government of Nepal and other development actors when necessary.

### **Promoting Locally Led Development**

**10%**

- Assists in providing cross cutting monitoring, evaluation, learning, and reporting of activities to the locally led development portfolio. S/he will promote indigenous knowledge and practice of marginalized and vulnerable groups that are useful to address the prioritized development issues. S/he will share those lessons with the larger Mission, provide advice to program managers and other staff on new program directions and possibilities to refine ongoing programs to ensure maximum impact and promote locally led development.
- Identify opportunities for advancing local ownership and procurement innovation including documentation of processes, frameworks, tools etc for locally led development.
- Test approaches that inform learning about locally led development.
- Engage the private sector to identify skill sets that can be utilized with new partners to improve their project planning, implementation, reporting and organizational development.
- Identify capacity gaps and design solutions to support local entities to improve their overall ability to provide services.

The Specialist must effectively communicate project progress and challenges to diverse audiences, including relevant officials in Embassy and Mission management, in both oral and written forms. S/he engages in USAID initiatives and strategy development to ensure that locally led development is effectively

integrated into Mission strategies, operation plans and reporting information. This requires a close working relationship with all technical teams. S/he is responsible for developing high-quality briefings, presentations, success stories and other communication products for both internal and external consumption. S/he will represent the U.S. Government at public events and donor coordination fora and will often interact with high-level Government of Nepal officials. As such, the Specialist must possess excellent oral communication abilities in both English and Nepali.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a. **Education:** A Bachelor's degree from a recognized university in Economics, Business Administration/Management, Finance, Development, Social Sciences, or a related field is required.
- b. **Prior Work Experience:** Minimum of five years of progressively responsible experience in the design, management, evaluation of locally led development programs that may include programming in gender and social inclusion, livelihoods, social protection, and resilience. Working familiarity with grant making, organizational assessment and capacity building and programming mechanisms and implementing organizations is required. Demonstrated understanding of diversity, inclusion and equity principles and programmatic approaches is required.
- c. **Post Entry Training:** Skills enhancement in project implementation and management, performance monitoring and evaluation, program design and development, financial management, disaster risk reduction coursework, project and program design, and professional development.
- d. **Language Proficiency:** Level IV English reading, writing and speaking ability is required. Fluent reading, writing and speaking ability in Nepali (Level IV) is required. Must be able to speak in a concise, articulate and thoughtful manner on development programs and issues.
- e. **Job Knowledge:** A thorough knowledge of host government policies, laws, regulations, and operational procedures related to civil society and locally led development policy. Demonstrated knowledge of participatory development approaches, social inclusion, gender and basic climate change concepts and programmatic approaches is required. Must demonstrate understanding of and be able to explain the concepts of diversity, inclusion, and equity and relate them to their work, have knowledge of GON context and policies on diversity, inclusion, and equity, and gain that knowledge within the USG context as part of their work. Must participate in diversity, equity and inclusion training and otherwise build and demonstrate skills in this area, and must demonstrate the ability to explain how they can effectively be integrated into development programming and the workplace environment.
- f. **Skills and Abilities:** Focuses on results and impact, facilitates learning and builds relationships, continuously learns and improves, navigates change. The position requires a high degree of competence, professional maturity, and experience in the understanding of locally led development, gender and social inclusion and the marginalized and vulnerable as well as resilience. Requires excellent technical, managerial and interpersonal skills. S/he must also have the ability to travel to remote locations across the country. S/he must have demonstrated leadership in integrating and achieving equity, diversity, and inclusion in their area of work in development programming and in workplace.

Additional required skills include:

- Ability to prepare and deliver formal presentations on cross-cutting issues such as locally led development, marginalization and vulnerability, resilience, gender, monitoring evaluation and learning to internal and external audiences.
- Able to prepare short papers on sector strategy, performance, and progress on program implementation. Must be able to quickly review and comment on reports, studies and other documents prepared by implementing partners.
- Ability to understand and can explain concepts of diversity, inclusion, and equity and can relate them to their work; can explain the value of diversity inclusion in development programming and in the workplace
- Computer skills in using statistical software, spreadsheet and PowerPoint including ability to obtain, analyze and evaluate a variety of data and to organize and present meaningful terms to others is required.
- Excellent social and professional judgment, strong interpersonal skills and cross-cultural communication abilities and the ability to navigate in potentially insecure or hazardous situations in remote areas of Nepal.

#### **POSITION ELEMENTS:**

- Supervision Received:** The Specialist works with a great deal of independence and carries out major assignments on his/her own initiative. The Specialist must be capable of applying knowledge, skills, and experience to issues without detailed guidance from the supervisor. Specialist often sets his/her own datelines and sets priorities with minimum supervision. The Specialist reports directly to the Economic Growth Deputy Office Director or her/his delegate.
- Supervision Exercised:** The supervision of other staff is not contemplated; however he/she will mentor interns and will perform acting roles within the SEED Office as needed.
- Available Guidelines:** The USAID Automated Directive System (ADS); and USG policies, laws, regulations, and operational procedures regarding locally led development and Mission Orders.
- Exercise of Judgment:** Independent, sound and mature judgment is required to establish cooperative relationships with GON officials, counterpart donor organizations, implementing partners, NGO officials, and internal USG colleagues and to represent USAID in high-level policy level dialogue and project implementation discussions.
- Authority to Make Commitments:** The Specialist may make commitments within the scope of authority delegated by the supervisor with constraints imposed by Agency regulations and guidelines. Often, the Specialist's recommendations to the Economic Growth Deputy Office Director or her/his delegate, Deputy Mission Director, Mission Director and/or other office directors may act as the basis for SEEDs positions in such commitments. The Specialist may occasionally be asked to explain and interpret existing USAID guidelines and policies in areas related to program management, strategy, evaluation, and budgeting. The Job Holder may not independently commit the USG to the expenditure of funds. The job holder discusses with Nepal Mission and implementing partners the acceptability of project activities and performance and makes recommendations to appropriate Mission Management regarding contractual and financial actions.
- Nature, Level, and Purpose of Contacts:** The Specialist is required to establish and maintain contacts with Government of Nepal representatives and counterpart institutions for the purpose of determining

needs and priorities so that USAID assistance is focused in the most appropriate manner and so that programs are coordinated with government initiatives. S/he is required to maintain strong contacts with and oversight of implementing partner personnel, including Chiefs of Party. S/he must maintain contacts with Government of Nepal staff up to the Joint Secretary level and field level contact with senior Provincial and Municipal officials as well as implementing partner field staff responsible for project implementation and coordination. While the position requires extensive travel to locations across the country, reasonable accommodation will be provided for candidates who have a disability (e.g. through virtual field trips).

- g. **Time Expected to Reach Full Performance Level:** 12 months.